

# FUND 106-11 CSB-WIDE PROJECTS

## Agency Mission

CSB-Wide Projects serves as a central financing mechanism for expenditure categories that involve all agencies of the Fairfax-Falls Church Community Services Board (CSB).

Agency Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Expenditures:					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Operating Expenses	2,021,847	2,006,098	2,581,061	1,893,602	1,820,402
Capital Equipment	232,377	0	160,600	0	0
<b>Total Expenditures</b>	<b>\$2,254,224</b>	<b>\$2,006,098</b>	<b>\$2,741,661</b>	<b>\$1,893,602</b>	<b>\$1,820,402</b>
Revenue:					
Fairfax County	\$1,974,903	\$1,932,547	\$2,333,269	\$1,820,773	\$1,747,573
Fairfax City	11,684	50,216	49,719	49,719	49,719
Falls Church City	5,870	23,335	23,110	23,110	23,110
State MHMRSAS	181,267	0	0	0	0
Federal Block Grant	66,500	0	0	0	0
Federal Other	14,000	0	0	0	0
Fund Balance	0	0	335,563	0	0
<b>Total Revenue</b>	<b>\$2,254,224</b>	<b>\$2,006,098</b>	<b>\$2,741,661</b>	<b>\$1,893,602</b>	<b>\$1,820,402</b>

## *Board of Supervisors' Adjustments*

***The following funding adjustments reflect all changes to the FY 2004 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2003:***

- ◆ A decrease of \$73,200 in Operating Expenses for PC Replacement charges based on the reduction in the annual contribution for PC replacement by \$100 per PC, from \$500 to \$400.

***The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan from January 1, 2003 through April 21, 2003. Included are all adjustments made as part of the FY 2003 Third Quarter Review:***

- ◆ Various internal funding adjustments and alignments between CSB agencies have been included to reflect updated expenditure needs for the remainder of FY 2003. These adjustments result in an increase of \$400,000 in CSB-Wide Projects.

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### ***County Executive Proposed FY 2004 Advertised Budget Plan***

#### **Purpose**

The intent of CSB-Wide Projects is to reflect the centralized process by which decisions are made with regard to the allocation of certain business costs. Examples of centralized CSB business costs include information technology services, travel/training, and insurance premiums for workers compensation, as well as general liability, furniture, fixtures, appliances, and property maintenance and repair for 137 residential properties, 15 commercially leased properties, and 12 County-owned and maintained structures.

#### **Key Accomplishments**

- ◆ Established new subcommittees of the Property Management Committee to work with the Department of Housing and Community Development and the County's Facilities Management Division on property maintenance issues.
- ◆ Updated inventory of all PCs and other computer hardware in CSB programs, identifying actual and projected PC and server replacement fund requirements for current and future budget years.
- ◆ Developed and implemented new maintenance service contracts to support residential sites.
- ◆ Initiated and participated in the design of a new site inventory shared database for improved property and asset management across human services agencies.
- ◆ Continued to assess all structures in the residential inventory to ensure that planning for renovation, replacement, expansion, and the financing of such is addressed.

#### **FY 2004 Initiatives**

- ◆ Assist in the maintenance of the new site inventory shared database.
- ◆ Maintain CSB Training Committee to ensure all staff receives coordinated training in Health Insurance Portability and Accountability Act (HIPAA) requirements, new State licensing and human rights regulations, and proper clinical records documentation.
- ◆ Continue implementing a comprehensive property maintenance and repair schedule for all CSB leased properties and for those sites for which the County passes through the majority of costs to the CSB. These services will include custodial, general and specialized maintenance, lawn care, inspections, and replacement equipment, furnishings, and appliances.

#### **FY 2004 Budget Reductions**

As part of the FY 2004 Advertised Budget Plan, reductions totaling \$83,608 are proposed by the County Executive for this agency. These reductions include:

- ◆ Reduction of \$83,608 in management consultant and organizational training services and other system-wide operating expenses, requiring CSB to more fully utilize Leading, Educating, and Developing and High Performing Organization training sponsored by the County.

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## Performance Measurement Results

There are no Objectives or Performance Indicators for this agency since it exists only as a funding entity to accommodate centrally financed expenditures and has no associated positions.

## Funding Adjustments

*The following funding adjustments from the FY 2003 Revised Budget Plan are necessary to support the FY 2004 program:*

- ◆ A net decrease of \$287,459 in Operating Expenses is attributable to a decrease of \$174,963 in encumbered and unencumbered carryover included in the FY 2003 funding level, a decrease of \$83,608 due to County budget reductions, and a decrease of \$73,200 in PC Replacement charges due to program revisions, partially offset by an increase of \$44,312 in Information Technology infrastructure charges based on historical usage.

*The following funding adjustments reflect all approved changes in the FY 2003 Revised Budget Plan since passage of the FY 2003 Adopted Budget Plan. Included are all adjustments made as part of the FY 2002 Carryover Review and all other approved changes through December 31, 2002:*

- ◆ As part of the *FY 2002 Carryover Review*, \$174,963 in Operating Expenses and \$160,600 in Capital Equipment was included in the FY 2003 funding level. Of this amount, \$100,000 in Operating Expenses was unencumbered carryover to support the renovation of Fairfax House while \$160,600 in Capital Equipment was unencumbered carryover to support the acquisition and installation of an elevator for the Mental Health Social Center program at the Michael Faraday location in accordance with lease requirements.